

CTE Skill Certificate Test Performance Documentation

This document must be submitted to the test coordinator along with the test scan sheets at the time of testing. It will be submitted to the USOE for the audit and a copy kept on file for two years.

Course: Leadership Management B
Test Number: 420
School:
Instructor's Name:

Students in course:
Students tested:
Date:

This is to verify that the students on the attached class roll* accomplished the following performance objectives at or above the 80% (moderately to highly skilled) level.

1. Create a temporary team to solve a school problem.
2. Participate in a stress-relieving activity.
3. Write a formal written warning—or—determine procedures for discipline—for use in affiliated organization.
4. Create a device to train, develop, or orient new officers—or—create a device to recruit new members.

ADDITIONAL PERFORMANCES

1. Continually utilize an effective time management system—planner, palm pilot, calendar, etc.

If teaching Leadership Management—Semester “B,” student may complete these performance competency during either 1st or 2nd semester. The following two performance objectives are not required if student completed during Leadership Management “A.”

2. Demonstrate essential leadership competencies through professional presentation skills.
3. Demonstrate the ability to use technology by utilizing presentation software; i.e., Microsoft PowerPoint) during a formal presentation.

Each performance is documented and kept on file for two years. (check one or more)

- ☐ Individual student performance tracking sheets
- ☐ A class period summary score sheet
- ☐ Recorded and identified in the class grade book

Instructor's Signature: _____

*Attach a copy of the class period roll and draw a single line through any student on the roll not accomplishing ALL required performance objectives at the 80% (moderately to highly skilled) level.